

Amended Minutes
BROOKFIELD PLANNING COMMISSION
THURSDAY, August 21, 2014 7:30 PM
MEETING ROOM #133 – TOWN HALL, 100 POCONO ROAD

1. **Convene Meeting** : Chairman J. Van Hise convened the meeting at 7:30 p.m. and established a quorum of members: J. Van Hise, Chairman; A. Kerley, Vice Chairman; D. Frankel, Secretary, Regular Member L. Taylor and Alternate G. Blass.* Arriving at 7:53 p.m.: Alternate I. Agard. Also present. Town Director of Public Works, R. Tedesco; Director of Community Development, K. Daniel, and Recording Secretary, J. Llewellyn.

*G. Blass was appointed a voting member.

Absent: Regular member G. Hunton.

2. **Review Minutes of Previous Meetings: 08/07/14**: Following a review of the Minutes, a motion was made by A. Kerley to accept the minutes of the Planning Commission meeting of August 7, 2014, as submitted. D. Frankel seconded the motion which carried unanimously.

3. **Old Business**: There was none at this meeting.

4. **New Business**:

a. **893 Federal Road, 891 Federal Road, Still Water Circle (Newbury Village) #201400705: Design Review for 9 additional townhouses for Newbury Village PARC Development (all documentation and information #1-4 on cart)**

1. Letter from S. Sullivan of CCA, LLC to the Brookfield Planning Commission dated 08/07/14 Re: Newbury Village, Still Water Circle
2. Development Report for Newbury Village prepared by CCA, LLC dated 08/05/14, containing the following documentation:
 - Application for Special Permit – Design Review
 - Property Owners Newbury Village
 - Design Review Approval Checklist
 - Application for Natural Resources Removal
 - Adjoining Property Owners Newbury Village
 - General Description
 - Letter from M. Klein of the Environmental Planning Services, LLC to S. Sullivan dated 06/30/14 Re: 883-891 Federal Road
 - Plan showing 883 Federal Road, area to be studied
 - Proposed Site Improvements Bonding Cost Estimate dated 08/05/14
 - Product Details Information Hydraflow Storm Sewers Plan dated 08/03/14
 - Storm Sewer Summary Report dated 08/03/14
 - Storm Sewer Tabulation dated 08/03/14
 - Sheet DA1 – Yard Drain Drainage Areas dated 07/23/14; revised through 08/05/14
3. Plans prepared by CCA, LLC received on 08/07/14:
 - Cover Sheet – Revised Site Development Plans Additional Townhouse Units dated 07/10/14; revised through 08/05/14
 - Sheet N1 – General Legend, Notes and Abbreviations dated June 2012

- Sheet 1 of 1 – Perimeter Survey dated 08/05/14
 - Sheet C1 – Existing Conditions Plan dated 07/10/14
 - Sheet C2 – Layout & Materials Plan dated 07/10/14; revised through 08/05/14
 - Sheet C3 – Grading & Drainage Plan dated 07/10/14; revised through 08/05/14
 - Sheet C4 – Utilities Plan dated 07/10/14; revised through 08/05/14
 - Sheet C5 – Landscape Plan dated 07/10/14; revised through 08/05/14
 - Sheet C6 – Notes & Details dated 07/10/14; revised through 08/05/14
 - Sheet C7 – Notes & Details dated 07/10/14; revised through 08/05/14
 - Sheet C8 – Notes & Details dated 07/10/14; revised through 08/05/14
 - Sheet C9 – Notes & Details dated 07/10/14; revised through 08/05/14
 - Sheet E1 – Sedimentation & Erosion Control Plan dated 12/07/05
4. Plans prepared by The Sullivan Architectural Group received in the Land Use Office on 08/07/14:
- Sheet A-100 – Foundation Plan dated 05/15/14
 - Sheet A-101 – First Floor Plan dated 04/07/14
 - Sheet A-102 – Second Floor Plan dated 04/07/14
 - Sheet A-103 – Roof Plan dated 04/07/14
 - Sheet A-200 – Elevations dated 08/06/14
 - Sheet A-201 – Elevations dated 08/06/14

Present were S. Sullivan, P.E., Carroccio-Covill and Associates (CCA); and M. Handshy, developer. S. Sullivan noted that this application is currently before the Zoning Commission and their Regulations require that the plans and application be submitted to the Planning Commission for its review. This is a PARC: Planned Age-Restricted Community, and still had approval remaining for nine units, but is seeking approval for 5 additional units, for a total of 14 in three separate structures. They have annexed the property at 891 **Federal Road** for the additional space. These new units will be architecturally consistent with the existing development, using the same specs and materials. A berm will provide screening from both the road and the adjacent property to the south. They have received approval from the Inland Wetlands Commission. Chairman Van Hise asked if sidewalks could be installed so residents could access the Village Business District, presently in progress of becoming a vibrant downtown area. Mr. Handshy explained economic constraints of sidewalks. Chairman Van Hise also checked to be sure the development met the ADA's required ratios. Mr. Handshy also explained the configuration of the town home-style units on site, many featuring one or two bedrooms on the main floor. **A motion was made by A. Kerley to send a memo to the Zoning Commission noting that the Planning Commission looks favorably on the proposal for nine additional units for Newbury Village, Application #201400705. The motion was amended by Chairman Van Hise, requesting that the Zoning Commission consider having the applicant add a sidewalk along Route 7 for future access to the Four Corners area. D. Frankel seconded the motion which carried unanimously.**

b. 854 Federal Road, 105 Laurel Hill Road & 105A Laurel Hill Road**#201400747: Lot Line Revision****1. Documents received in the Land Use Office on 08/15/14:**

- **Certificate of Title: 854 Federal Road**
- **Certificate of Title: 105 Laurel Hill Road**
- **Certificate of Title: 105A Laurel Hill Road**
- **Schedule C Legal Description: 854 Federal Road**
- **Schedule C Legal Description: 105 Laurel Hill Road**
- **Schedule C Legal Description: 105A Laurel Hill Road**

2. Sheet 1 of 1 – Property Survey showing Lot Line Revision 854 Federal Plaza prepared by CCA, LLC dated 04/25/14

Present for one of the applicants was Attorney H. McGonigle. Atty. McGonigle outlined the proposal for this lot-line change, consolidating three lots into two. Two-thirds of the properties are owned by Mr. McCarty and the remaining third are owned by several members of the Bacon family, each with a fractional interest.

At this point in the meeting, Alternate I. Agard arrived: 7:53 p.m.

Attorney McGonigle noted that this is called a “voluntary partition” of the property, with the consent of all parties, with the ultimate goal to “clean it up” for all involved.

The reconfiguration will give the front parcel to Mr. McCarty and the rear parcel to Bacon family member. A poll of Commission members revealed that none had any objections to the proposed lot line change. However, Chairman Van Hise would prefer to have the Town Attorney review the title documents, since the Commissioners are not familiar with the language. He wanted assurance that all was in order, and the remaining Commissioners concurred.

The Commission asks that the Land Use Office contact Town Attorney Beecher, requesting that he review the title documents in the file for Application 201400747 and respond to the Commission by its next meeting on September 4, 2014.

5. Minutes of Other Boards & Commissions:

08/11/14 Inland Wetlands: Still River Greenway under discussion; 44 Obtuse Road (Ferry Property): discussion about cleaning the pond; public hearing 36 N. Mountain Road: some issues with water crossings (continued);

8/14/14 Zoning: Discussed Newbury Village (before this Commission tonight), with September 11, 2014, set for the public hearing; Chick-Fil-A discussed; Aquifer discussed and approved at public hearing.

6. Correspondence: There was none at this meeting.**7. Informal Discussion:**

a. Plan of Conservation and Development: K. Daniel submitted a Completion Plan, divided into three parts, the first being Resources (such as Commission meetings and special guests, charrettes, workshops, and studies done by outside groups). The Town will use the services of Urban Interactive, which has a website as well as the option for a kiosk which would feature an iPad placed at various public locations to solicit feedback (particularly from the younger demographics). The home page of the Town’s website, as well as the Planning Commission’s link, will feature information on the Plan of Conservation and Development.

The Commission authorized K. Daniel to contact the Zoning Commission, Board of Selectmen and Economic Development Commission, along with Realtors and Development Professionals to invite them to the next meeting.

The second part of the Completion Plan was broken down by Topic Area which included Character of Brookfield, Recreational Resources, Natural Resources, Cultural Resources, Town facilities – Educational/Municipal; Infrastructure: transportation/Utilities; Economic Development, with time lines indicated to resolve the questions associated within each topic.

The Commissioners had a brief discussion about the trails/greenbelt in Brookfield, with A. Kerley presenting an aerial photo near Lillinonah Woods, while J. Van Hise reminded the Commission of open space running from Nabby Road to Huckleberry Hill Elementary School that features a lot of wetlands but with a path, could be used as a viable trail/dog park. K. Daniel will consult with the Board of Education and the new Superintendent to garner information for the Education component of the POCD. I. Agard mentioned the “Jump Start” program that the EDC is utilizing and K. Daniel added the notation to meet with that commission to get more information.

The third part of the Completion Plan featured monthly goals and a timeline, discussed with the Commission. K. Daniel concluded by telling the Commission that their feedback is appreciated.

2. Milone & MacBroom Transportation Plan/Study for lower Route 202 :

Chairman Van Hise noted that this was for the Commission’s information only.

- a. **b. Training workshop opportunities:** K. Daniel noted that she will reschedule a meeting with Town Attorney on Planning items and procedures. This will take place on a regular meeting night, beginning one hour before the regular agenda.

8. Tabled Items: There were none at this meeting.

9. Adjourn: A motion was made by L. Taylor to adjourn the meeting at 9:03 p.m. D. Frankel seconded the motion which carried unanimously.

J. Van Hise, Chairman